



Duties and Responsibilities of Staff and Committees and Procedure

Objective:

To increase the efficiency in our work and smooth functioning and coordination so as to achieve the overall growth of institute and university.

Preamble:

The duties and responsibilities of staff and committees and procedure mentioned shall come into effect from Academic Year June 2017 and shall remain in force until further notification. The contents mentioned herein, either in full or in part are liable to be altered by the authority at any time, by due notice.

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1.1 Role and Responsibilities of Committees: -

Various committees are formed in the College for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular activity/field and administrative skills. The committees are constituted by the Head in consultation with HODs for one academic year or until new committees are constituted. The outgoing Conveners/ In-charges of the committees shall hand over all the relevant documents/files to the new Conveners /In-charges in the presence of the Head or a representative appointed. The handed over documents shall be also signed by all the members mentioned above. The procedure followed for constituting a committee is as follows:



- a) A notice is circulated among the faculty inviting their choice of preference of committee. If the preference made by the faculty is found suitable by the HOD they approve the same. In case of any tie or any mismatch, the team reassigns the staff member.
- b) However, for sufficient reasons the HOD may appoint faculty to various committees.

A. Class Counsellor:

Objective: To help students in their pursuit of knowledge.

- a. To guide the students about rules of attendance (general), Industrial Visits, sports, medical leave etc.
- b. Address students' queries.
- d. Meeting the parents of students, especially defaulters.
- e. To inform the Timetable incharge about making alternate arrangement for lectures and practical's when a faculty is absent.
- f. To coordinate with the Attendance Committee of the department to update attendance in case of medical leave, casual leave etc.
- g. Every 15 days the counselor will generate the attendance report (most irregular students, below 80%) and submit it to the Program coordinator.
- g. Collect information regarding weaker students* from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.
- h. Identify good students and motivate them to excel.
- i. Update data regarding students' achievements in academics, sports, extracurricular activities etc.
- j. Any other duty the Director/ Principal may assign.

*Weaker student in terms of academic and personal problems

B. Attendance Committee:

Objective: To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree.

1. Faculty Role

- i. Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial.
- ii. Faculty may grant attendance to a student up to 10 minutes late for the first instructional hour of the day. However, faculty may also exercise their own discretion for permitting any latecomer to enter the class by giving/withholding attendance. In case of practical/workshop, attendance shall be given for the subsequent hour.
- iii. Absence shall be indicated by 'AB'. For every hour the student is present, attendance is signed by the students.
- iv. After due verification, if absence is found to be due to a legitimate college activity, the same shall be indicated by encircling the letter 'A'. All such attendance shall be added and written under the extracurricular activities. To get the total attendance, the extracurricular attendance shall be added to the regular attendance. It is mandatory for all the faculties to entry the attendance in Student Information System (SIS).
- v. Submit the duly filled in attendance to be signed by Director/HOD/Principal immediately (a) after two lectures and (b) at the end of all the lectures.



- vi. After the display of the defaulters' lists, in case of any discrepancies, verify the same and rectify if necessary within two days of display through any query bought by the student.
- vii. To encourage participation from students in College activities like cultural, uthfest, meditation, yoga, sports, Annual day, 15% attendance shall be given for event coordinators and submit necessary permissions granted by the concerned authorities for the same and fulfill 80% attendance criteria at the end of the semester.
- viii. Any other duties the Director/Principal may assign.

2. Role of Attendance Committee

Objective: To maintain and display proper attendance records of students.

- i. The attendance periods for a semester shall be prepared in advance.
- ii. Attendance incharge will report about the bunked students list, continuous absent, and frequently absent students list to Director/HOD/Principal.
- iii. Prepare the defaulters' list and hand over one copy to the Examination Cell so as to send a letter them to respective parents /guardians.
- iv. One copy of the same shall be handed over to the respective class coordinator.
- v. Prepare a subject wise list of the final attendance, practical and lectures together and make it available for subject teachers' ready reference.
- vi. Any other duties the Director / Principal may assign.

3. Role of Class Coordinator:

- i. To announce defaulters' names in the classroom and collect their signatures as well as the class representative's.
- ii. To meet guardians of students below 80%. Explain the importance of attendance and other college activities.

C. Time Table Committee:-

Objective : Smooth and efficient management of academic programme through the semester

1. To prepare the class timetable at the beginning of each semester.
2. To collect the following information from the HOD:
 - a. Teaching load distribution
 - b. Sharing teaching load.
 - c. Lab-wise subject allotment.
 - d. Assigning of classrooms and tutorial rooms.
 - e. Assigning of common resources (classrooms, labs, tutorial rooms which are shared by other departments).
 - f. If modification is required, prepare the desired templates for the timetables /Academic Calendar and get them approved by the HOD and Principal.
 - g. To prepare the Academic Calendar and get it approved from the Principal.
 - h. With the information gathered, prepare a draft of the class timetables.
 - i. Referring to the class timetables, prepare the timetables of individual faculty and labs.



- J. Mail all the timetables of the individual faculty and labs to all the staff, giving them three days to correct any discrepancies.
- k. Prepare the final class, individual and laboratory timetables and get them approved from the HOD and Principal.
- l. Display the class timetables on the staff and student notice boards/website.
- m. With regard to the individual faculty and lab timetables, submit one signed copy each to the HOD, Principal and the concerned faculty member. The original set shall be retained with the Timetable Committee file.
- n. A copy of academic calendar and all time tables are to be mailed to the Director.
- o. To gather the following information from Committee Conveners, HODs and the Principal in order to prepare Academic Calendar
 - i. Term start and end dates.
 - ii. UTU holidays.
 - iii. Dates for Class Tests 1 and 2
 - iv. Dates for CHA 1 and 2
 - v. Dates for annual functions and festivals
 - vi. Days for activities like Fresher's day, Traditional day, Teachers day, CA day,
 - vii. Industrial Visits.
 - viii. Project Training
 - ix. To display the academic calendar for the information of students and staff. Also, a soft copy should be mailed to all staff including Director and hard copy shall be kept in the Documentation file.
 - xi. Any other duties the Director / Principal may assign.

D. Cultural Committee:

Objective: to promote and arrange extracurricular activities to bring out the talents of students in the performing arts.

Responsibilities

- i. The Cultural Committee shall be responsible for all intra and inter college cultural events in the colleges.
- ii. To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- iii. The Convener of the committee shall conduct a meeting of the committee to discuss and delegate tasks.
- iv. Procedure to organize cultural events:
 - a. To prepare the Annual Budget for various cultural events.
 - b. To obtain formal permission from the College authorities to arrange programs.
 - c. To decide the date, time and agenda of the programs.
 - d. To inform members of staff and students about the events.
 - e. To arrange the venue and logistics (audio/video system, dais, podium etc).
 - f. To invite the Chief Guest and other dignitaries.
 - g. To arrange mementos for guests and gifts/certificates for the participants. (If required)
- iv. The committee shall display on the Notice Board/Website information about festivals to be celebrated.
- v. Events arranged for students in coordination with 'Students Cultural Committee' are a) Fresher's Day b) Teachers' Day c) Festival Celebrations d) CA Day f) Annual Day g) Birthday gifts to new comers



- vi. Various programs arranged for staff are: a) Birthday celebration b) Felicitation of staff achievements
- vii. The Cultural Committee shall also be responsible for organizing the following events a. Orientation Program b. Independence Day c. Republic Day d. Women's Day e. Founder's Day
- viii. Preparing a write-up of all the events and getting signed by director immediately after the event/ competition of the event as well is responsible for uploading it on webpage of department on UTU website.
- viii. Any other duties the Director / Principal may assign.

E. Sports Committee

Objective: To provide healthy leisure time.

Following are the responsibilities of the Sports Committee:

i. Coordination with the Student Sports Secretary

- a. Time table for sports event has to be prepared.
- b. At the beginning of the semester faculty will display the schedule to students and collect the name for participation.
- c. 50% students participation is mandatory.
- d. As per the rule by sports department the university will follow and in case not fulfilling the criteria no certificate will be issued from the college.
- e. Students should be informed to make use of sports equipment from sports department.
- f. Arranging the venues for sports events in consultation with the sports department.

Coordination with the Director

- a. Obtaining permission to hold sports events in the college campus or at the campus.
- b. To recommend students for permission to participate in the intra-or inter- college events.
- c. To recommend attendance to students who have taken part in sports events. Sort out any issues taking place during matches (team selections, objections, quarrels etc).
- iv. Maintaining discipline in all events happening in and outside the college.
- vi. Maintaining records of sports events attended by students outside the college, within the University and outside. This is especially important from the Annual Day point of view, as the information is required for the HOD Report and Prize Distribution Ceremony.
- vii. Participation in sports events outside the College/University shall be allowed only with prior permission.
- viii. The schedule of events for the whole academic year shall be finalised well in advance in coordination with the Students' Sports Committee.
- ix. On working days, sports and games are to be held from 1:30 to 3:30 pm. with prior permission from the Director.
- x. Any other duties the Director / Principal may assign.



F. Unfair Means Committee:

Objective: To ensure honesty and fairness during examinations.

It shall be the responsibility of Exam Supervisors (Internal Exam/Class Test) to report in writing any malpractice or anomaly found during the examination to the exam incharge.

The exam incharge in turn shall hand over the matter to the Unfair Means Committee of the college.

Role and Responsibilities

- a) Convener of the committee shall convey a meeting of the members and discuss the complaint received from the exam incharge.
- b) The Committee may call the candidate to seek an explanation and hear him/her. Explanation shall be taken in writing.
- c) The Committee members shall make necessary enquires from Exam Supervisors and other related witnesses.
- d) After hearing all the above persons, they shall report their findings in writing, along with punitive action (if any malpractice was detected) to the Principal according to the exam guidelines/norms.
- e) Any other duties the Director / Principal may assign.

2. Course File The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject. It also includes a continuous report of the evaluation of students' progress. The teaching faculty is expected to complete their course file and submit it to the concerned HOD within three weeks of the last instruction day of the concerned semester. The details required for the completion of the course file, along with the deadline and the source of data is as follows:

3. Leave Application Procedure

LEAVE RULES AT A GLANCE

Procedure for obtaining Casual Leave:

1. HOD is authorized to sanction leave up to 3 days and only through online. For more than 3 days leave will be sanctioned by the registrar on the recommendation from the HOD/Principal/Director.
2. Faculty Members who desire to avail leave shall make alternate arrangement with other members of the staff to carry out assigned academic and administrative responsibilities. The adjustment of lectures or any other kind of work shall be put up to the concerned authority for the subsequent approvals.
3. In case of emergency leave, one shall inform respective HODs/Class Coordinators before 8.00 AM, who in turn shall communicate to the concerned person, failing which leave shall not be sanctioned. If the HOD/Coordinator is not available, they shall inform the senior faculty or time table incharge.
- 4 Vacation shall be availed of only after the official end of the instructional period subject to following conditions.
 - a. Completion of term work evaluation/practical/oral
 - b. Handing over the term work /practical/ marks to exam cell.
 - c. Staff shall be available for exam related duties both for Institute and University.
 - d. Contact address and phone number shall be given to the Office before proceeding on leave.
5. For attending any STTP, Conferences and Workshops etc. the concerned person shall apply for leave in advance in addition to necessary adjustment shall be made by the faculty.



4. Examination

Objective: To help the smooth conduct of exams in the Institute

a. Responsibility of the Principal/HOD/ Director

- The Principal/HOD/Director is the in-house Chief Conductor of Internal Examination.
- To appoint Examination In-Charge (EI) in consultation with the Director.
- To appoint Examination Committee in coordination with HODs and EI.
- To appoint internal Flying Squad, Supervisors and other human resources for smooth conducting of examination in the College in coordination with EI.
- To interact with University for exam related works.
- To head Unfair Means Committee during examination.
- To appoint internal and external examiners/moderators for paper assessment in coordination with HODs and EI.
- Any other duties the Director / Principal/HOD may assign.

b. Examination Committee:

The Examination committee is an apex body of the Institute which is headed by Examinations In-Charge (EI) and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The main function of this Committee is to carry out examinations, display results of institute to the students. Keeping the record of each and every issue related to the examination and organizing meeting with staff for the improvement of the examination system are also the responsibilities of this Committee.

- i The Examination In charge (EI) is a faculty member of the Institute and is appointed for the current academic year.
- ii The Examination Committee shall function under the guidance of the Examination In-charge (EI).
- iii The Committee shall carry out Class Tests and Internal Exams.
- iv The Committee shall meet at least thrice in a semester and record minutes of the same.
- v The EI shall follow the class test schedule as per the Academic Calendar.

c. Centralized Assessment System (CAS):

Examiners shall report to CAS conducted by the University as per University guidelines.

d. Roles and Responsibilities of the Examination In-charge (EI)

- i Shall have administrative control over the members working under him/her.
- ii Shall conduct the Internal Examinations and therefore make all other arrangements and be responsible for the due execution of all processes connected therewith.
- iii Shall prepare Test Time-Table at least 2 weeks before the Class Tests and shall display it on the Notice Board/ Website (Staff/Students). It shall also put up a notice one week before the Class Tests. A copy of the notice shall be kept in the Exam file.
- iv Shall display notice regarding rules of examination and class test.
- v Shall ensure that adequate stationery (answer sheets, threads etc.) is made available.
- vi Shall prepare a file containing the following documents, which shall be kept in the Exam Cell.



- Attendance Sheets (supervision duty record).
- Answer Sheets handed over to teachers (collection of class test/Internal examination answer book record).
- In case of duty swapping, faculty shall make alternative arrangement of exam duties if any and will inform Director, EI and examination committee in advance through mail.

vii Any other duty/responsibility assigned by the Principal / Director

e. Class test:

1 Class Test I & II shall be a compulsory written test of 1 hours duration of 30 marks. One paper per day shall be scheduled.

2 The nature of the test shall be decided by the faculty with the approval of respective program coordinator and shall be informed to the students.

f. Responsibility of Faculty:

Every faculty member is expected to assist the Exam Committee for the smooth conduct of examinations, like providing assistance in invigilation, contacting paper setters, expediting evaluation work, tabulating results, etc.

5. Staff Discipline

Objective:

To ensure mutual respect and freedom for everyone and be role models to student community.

1. Reporting for duties on time:

a. College working hours are, normally from 8:15 a.m. to 4:00 p.m.

b. All members of the staff shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 10 minutes before their reporting time.

c. Anyone coming late / leaving early for more than 10 minutes on 3 occasions in a month shall lose half-day Casual Leave. Repeated late comers shall be liable for disciplinary action.

d. Anyone needing to go out of the College premises during working hours (except lunch break) shall seek necessary permission from HOD/Principal/Director and register his/her absence (i.e. OUT and IN timing).

2. Staff members shall compulsorily wear College ID while in the College premises. They shall also ensure that the students wear their IDs.

3. Staff members shall compulsorily submit their investment details to the Account Section in the month of each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.

4. Faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD.

5. Faculty members shall not use mobile phones during their instructional hours. Avoid using social media website during college hours.

6. As per the University rules, use of mobile phone in the College premises by the students as well as faculties is prohibited. However taking into consideration the necessity of use of mobile phones today, the College strictly prohibits its use in places, such as Exam Hall, Classrooms, Labs, Library, Reading Room and corridors of College building. If a student found violating this norm, the faculty/staff shall report the matter to the program Counselor. The department shall initiate action by imposing a fine of Rs. 1000/- which shall be deposited in UTU and submit the receipt.



7. All faculty members are advised to wear the uniforms. Clothes like sleeveless tops, T-shirts, jeans, caps, etc. are not permitted. Earrings, pony tails/long hair, bangles etc. are not permitted for gents staff.
8. Internal guides of projects are required to pay surprise visits to sites for out-house projects (without the knowledge of students) to ensure students' attendance. Regular contacts with Industry Guides shall be maintained. Internal project guides shall obtain a confidential report of the student/group along with evaluation of the project report from the Industry/External project guide. All the records like attendance, progress report, submission of project deadline – will be responsibility of the Internal project guide.
9. Faculty members are requested not to leave a lab session unattended, when students are present. In case of emergency, a faculty member shall make alternate arrangements either with other faculty or lab assistants to monitor the lab session during their absence.
10. Faculty shall communicate to each other and students only in English. However, to explain a point better, other languages may be used occasionally.
11. Course file material may be photocopied with the permission of the concerned HOD. Details of the photocopying shall be entered in the register book kept with the admin office.

6. LIBRARY

Objective : *To collect, organize and disseminate print and electronic information to the academic community of the Institution, to enhance and support the research activity of the Institution and to act as Learning Resource Centre.*

Rules and Regulations:

- a. Members shall keep their personal belongings such as bags, files, folders, notebooks, text books, CDs, pen drives etc. on the shelves outside before entering the Library.
- b. Silence shall be observed in all areas of the Library and therefore it shall not be used for group discussions.
- c. Mobile phones shall be switched off or kept on silent/vibrator mode before entering the Library.
- d. Library books are not meant to be written in, either with pen or pencil nor should students fold any page or part of a page. During the rainy season, users shall take extra care to protect them from rain and mildew.

Lost books / Library cards:

If a book is mutilated or lost, the user shall replace it with a new book or pay thrice the amount of the original price of the book along with the overdue charges if any.

If a reader's ticket is lost, the Library shall be informed immediately. In genuine cases, a duplicate card may be issued on payment as per rules of utu central library.